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ABSTRACT

The objective of the workbook is to provide the vocational high school student with exercises in two areas of practical mathematics. The student will practice filling out timecards, transferring the information to payroll records, using withholding tax tables correctly, and computing wages. In addition, he will learn how to manage a personal checking account by writing checks, keeping a running balance, making deposits, and reconciling a bank statement with the checkbook balance. Samples of timecards, payroll records, tax tables, checks, bank statements and similar forms are used extensively throughout the text. (RG)

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STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
DIVISION OF VOCATIONAL EDUCATION

Timecards, Payrolls, Checks, and Bank Statements

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WAYNE, NEW JERSEY

CE008941

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State of New Jersey
Department of Education
Division of Vocational Education

TIMECARDS, PAYROLLS, CHECKS, AND BANK STATEMENTS

- A MATH PRACTICE BOOKLET

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OBJECTIVES

Timecards of some sort are used in just about every place of employment where workers are paid on an hourly basis.

In this booklet the student will gain practice in filling out timecards, transferring the information to payroll records, and computing wages.

1. Correctly fill out an employee timecard.
2. Transfer information from a timecard to a payroll register.
3. Use the withholding tax tables correctly.
4. Compute gross pay and net pay.
5. Make out a check properly.
6. Keep a running balance in a checkbook.
7. Make a deposit in a checking account.
8. Reconcile a bank statement with the checkbook balance.

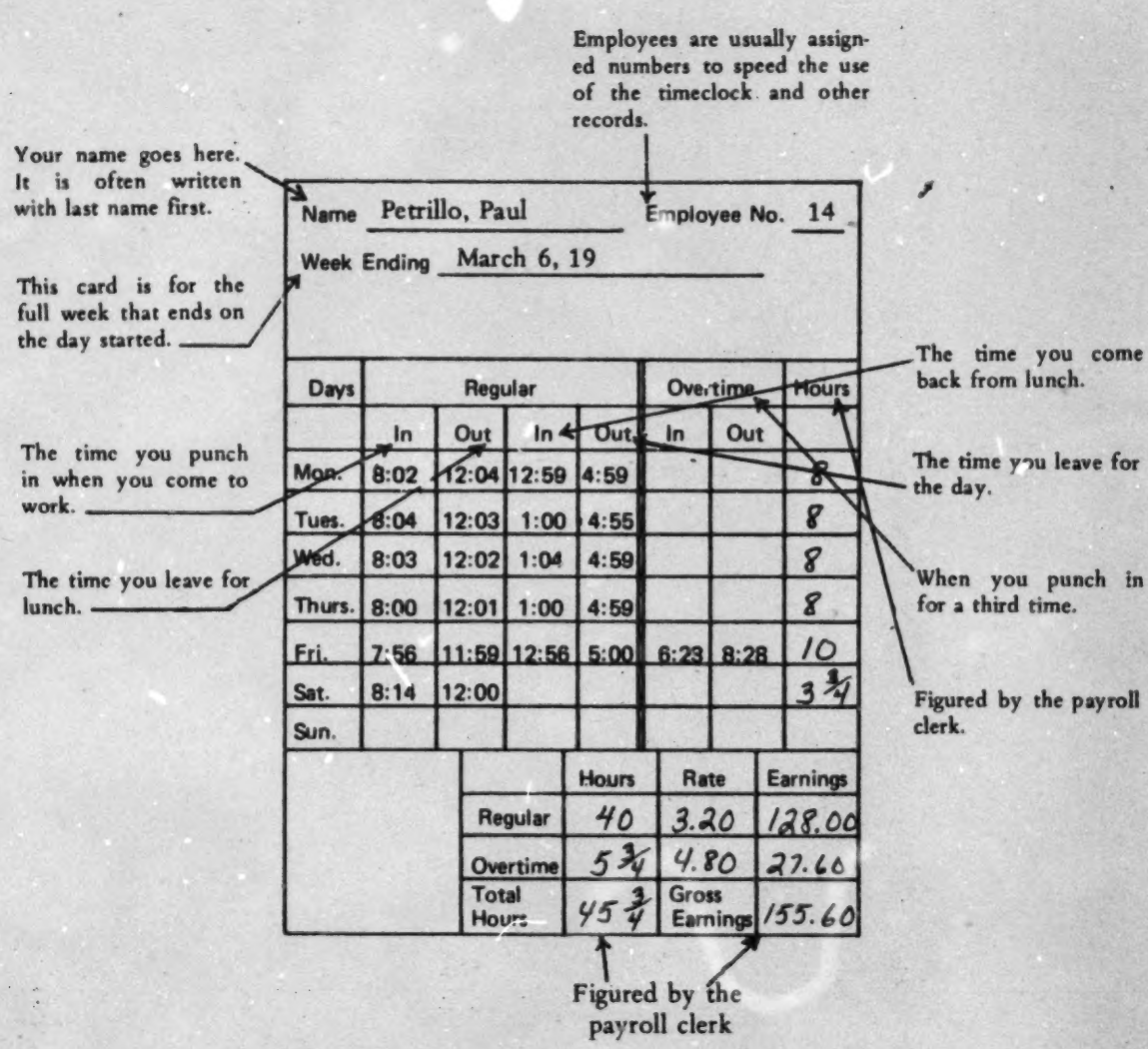
THE TIMECARD

Wherever people are paid by the hour, there must be a way of keeping track of the hours they work. Almost all places of employment use some kind of timecard system to keep an accurate account of the number of hours an employee has worked. Some of the types of timecards used are shown on pages 3 and 4.

Timecards differ in their appearance and in the amount of information they include, but they all keep track of the time a worker enters and leaves his place of work. The worker inserts his own card into the timeclock, and the clock automatically records the hour and the minute.

The average worker will spend approximately 8 hours a day or 40 hours a week at his job. Generally every hour after 8 hours in a day or 40 hours in a week is considered overtime. Pay for overtime work is usually 1½ times a person's regular hourly wage. That is the figure we use in our computations.

Examine the time card on the next page and make sure you understand what each space is used for. Then note the other types of cards shown on the following pages.


Employees are usually assigned numbers to speed the use of the timeclock and other records.
Your name goes here. It is often written with last name first.
This card is for the full week that ends on the day started.
The time you punch in when you come to work.
The time you leave for lunch.
The time you come back from lunch.
The time you leave for the day.
When you punch in for a third time.
Figured by the payroll clerk.
Figured by the payroll clerk

Name Petrillo, Paul Employee No. 14

Week Ending March 6, 19

Days	Regular				Overtime		Hours
	In	Out	In	Out	In	Out	
Mon.	8:02	12:04	12:59	4:59			8
Tues.	8:04	12:03	1:00	4:55			8
Wed.	8:03	12:02	1:04	4:59			8
Thurs.	8:00	12:01	1:00	4:59			8
Fri.	7:56	11:59	12:56	5:00	6:23	8:28	10
Sat.	8:14	12:00					3 1/4
Sun.							

	Hours	Rate	Earnings
Regular	40	3.20	128.00
Overtime	5 3/4	4.80	27.60
Total Hours	45 3/4	Gross Earnings	155.60

NO. 12

NAME Johnson, Ira

WEEK ENDING June 30, 19___

DAY	MORNING		AFTERNOON		NIGHT		REG.	O.T.
	IN	OUT	IN	OUT	IN	OUT		
M	7:55	12:00	12:30	4:32			8	
T	7:58	12:01	12:28	4:32			8	
W	8:00	12:02	12:28	4:30			8	
Th	8:00	12:00	12:30	4:34			8	
F	7:58	12:02	12:28	4:33			8	
S								
Su								

TOTAL REGULAR 40

TOTAL OVERTIME —

PAY PERIOD ENDING Dec. 2, 19__

NO. 5

NAME Roy Harris

WITH-HOLDING TAX CLASS S-2

R.T. HOURS	RATE	AMOUNT	F.I.C.A. TAX	TOTAL EARNINGS
40	2.78	111.20	6.50	111.20
O.T. HOURS	RATE	AMOUNT	INC. TAX WITH.	TOTAL DEDUCTIONS
			12.50	20.25
HOURS		AMOUNT	STATE INS.	BALANCE DUE
			1.25	90.95
		TAX EXEMPT.	HOSP.	
		TAXABLE BAL.	OTHER	

Days							Hours
1	Σ 7 52	Σ 12 02	Σ 1 00	Σ 5 02			8
2	TU 7 58	TU 12 01	TU 1 00	TU 5 02			8
3	W 7 55	W 12 02	W 12 57	W 5 04			8
4	TH 7 55	TH 12 02	TH 12 55	TH 5 00			8
5	FR 7 58	FR 12 00	FR 1 00	FR 5 02			8
6							
7							
	IN	OUT	IN	OUT	IN	OUT	
	MORNING		AFTERNOON		OVERTIME		40

Clock No. 113

Name Amanda Toth

Week ending April 10, 19__

	Morning		Afternoon		Night		Reg. Hrs.	O. T. Hrs.
	In	Out	In	Out	In	Out		
M	7:56	12:03	12:58	2:35			5½	
T	7:59	12:01	12:57	5:06	5:58	8:33	8	2½
W	7:54	12:05	12:59	5:04			8	
T	7:59	12:03	12:56	6:03			8	1
F	7:57	12:06	12:58	5:05	5:58	7:32	8	1½
S	9:00	11:34	12:57	3:32				5
S								

Reg. hrs 40 x $ 4.10 = $ 164.00

O. T. hrs 1.5 x $ 6.15 = $ 46.13

Total $ 210.13

Name Elton Greene Employee No. 10

Week Ending Sept. 22, 19__

Days	Regular				Overtime		Hours
	In	Out	In	Out	In	Out	
Mon.	7⁵⁰	12⁰¹	12⁵⁹	5⁰¹			8
Tues.	8⁰⁰	12⁰⁰	1⁰⁰	5⁰⁰			8
Wed.	8⁰²	12⁰²	12⁵⁵	4⁵⁵			8
Thurs.	7⁵⁸	11⁵⁵	1⁰⁰	5⁰⁵			8
Fri.	7⁵⁶	12⁰⁵	1⁰²	4⁵⁸			8
Sat.							
Sun.							

	Hours	Rate	Earnings
Regular	40	3.85	154.00
Overtime			
Total Hours		Gross Earnings	154.00

Some Types of Timecards

3

NO. 44

NAME Elsie Stiffler PAY END JUL 1 19--

REG. TIME HRS. 40 RATE 3.45 AMT. 138.00
OVERTIME HRS. 6 " 5.175 31.05
TOTAL EARNINGS 169.05

FED. W. T. 20.80
F. I. C. A. 9.90
INS. .75
HOSP. 1.40
OTHER
TOTAL DEDUCTIONS 32.85
AMOUNT DUE 136.20

Days	MORNING IN	MORNING OUT	AFTERNOON IN	AFTERNOON OUT	OVERTIME IN	OVERTIME OUT	Daily Totals
1	M 7 59	M 12 03	M 1 00	M 5 05			8
2	TU 7 50	TU 12 04	TU 12 59	TU 5 07			8
3	M 7 51	M 12 01	M 12 50	M 5 04	M 5 29	M 7 35	10
4	TH 8 00	TH 12 02	TH 12 58	TH 5 03			8
5	FR 8 00	FR 12 05	FR 1 01	FR 5 06			8
6	SA 7 55	SA 12 04					4
7							

DEPT. 34 — NUMBER 01346

NAME Peter Masiello 01346

PAY PERIOD 3 17

STORE 2

DEPT 34

SOCIAL SECURITY NUMBER 297 06 5975

TOTAL HOURS WORKED 39 3/4

SPECIAL INSTRUCTIONS
Late - Thursday
Deduct 1/4 hr.

	MON.	TUE.	WED.	THUR.	FRI.	SAT.	SUN.
	M 17 05	TU 17 07	W 17 04	TH 17 03	FR 17 06		
	M 13 00	TU 12 59	W 12 50	TH 12 58	FR 12 55		
	M 12 03	TU 12 00	W 12 01	TH 12 02	FR 12 05		
				TH 8 10			
	M 7 59	TU 7 50	W 7 51		FR 8 00		
	8	8	8	7 3/4	8		

TOTAL HOURS SHOWN IS CORRECT. Peter Masiello SIGNATURE

Two Different Types of Timecards

FILLING OUT TIMECARD

In filling out a timecard correctly, remember the following things:

1. We will consider that any hours worked over 8 in a day, or any hours worked on Saturday or Sunday, is overtime.
2. We will consider that any hours worked over 40 in a week is overtime.
3. The first two "in" and "out" columns are for morning entries (punching into work and going out to lunch).
4. The other two "in" and "out" columns are for afternoon entries (coming back to work from lunch and leaving work for the day).
5. To find the total number of hours worked in a day:
   a. Find the total number of hours between the morning punch-in and the evening punch-out.
   b. Subtract the amount of time for lunch.
6. You may prefer to compute the number of hours worked in the morning plus the number of hours worked in the afternoon.
7. The total hours for the week will be the sum of each day's total hours, regular and overtime.

Example:

Joseph Nunez turned in the timecard shown here. Find out how many hours he worked.

NO. 15

NAME Nunez, Joseph

WEEK ENDING December 12, 19___

Day	Morning		Afternoon		Night		Reg.	O.T.
	In	Out	In	Out	In	Out		
M	8:00	12:00	12:30	4:30				
T	8:00	12:00	12:30	4:30				
W	8:00	12:00	12:30	4:30				
Th	8:00	12:00	12:30	4:30				
F	8:00	12:00	12:30	4:30				
S	8:00	12:00	12:30	4:30				
Su								

Total Regular

Total Overtime

The letters represent the days of the week worked.

One way to figure out the total hours:

On M (Monday) he punched in at 8:00. He went out for lunch at 12:00. So he worked 4 hours in the morning. He came back at 12:30 and left work at 4:30. Again he worked 4 hours. Total hours worked, 8 hours.

Another way to figure out the total hours:

On M (Monday) he punched in at 8:00 in the morning and left work at 4:30 in the afternoon. Therefore he was at work 8½ hours. But he went out to lunch at 12:00 and came back at 12:30 (½ hour for lunch). Total Hours = Hours at work minus lunch hour.

Total Hours =Hours at work minus lunch hour

Total Hours = 8½ – ½ = 8 hours

The remaining entries are the same.

To find the total hours that Joseph Nunez worked that week, add up all the hours he worked each day.

Monday	8
Tuesday	8
Wednesday	8
Thursday	8
Friday	8
Saturday	8
Total Hours	48

Anything over 40 hours for the week is overtime. Joe Nunez worked 48 hours, so 40 hours is written as the regular total, and 8 hours as the overtime total.

As an employee, you are responsible to find out what time everyone has to be at work. Many places start on the hour (6a.m., 7a.m., 8a.m., 9a.m.). These times are considered the beginning of the workday. If an employee punches in a few minutes before the workday begins, he gets paid from the hour. (Example: you punch in at 7:55a.m.; your pay starts from 8:00a.m.).

Different companies have different policies regarding pay for workers who come in late. Many companies will permit the worker to be up to 5 minutes late. If he or she punches in 6 minutes late or later, then he/she is docked a full 15 minute's pay. (Example: you punch in at 8:06a.m.; your pay starts at 8:15.)

Here are some examples.

IN	OUT	IN	OUT	TOTAL
7:50	12:00	12:30	4:30	8 hours

The employee punched in 10 minutes early (the work day begins at 8:00). So the hours are figured from 8:00a.m.. From 8 to 12 is 4 hours. From 12:30 to 4:30 is 4 hours. Total, 8 hours.

IN	OUT	IN	OUT	TOTAL
6:59	12:00	12:30	4:30	9 hours

Here the employee is 1 minute early, so the starting time is 7:00a.m. She worked from 7 to 12, which is 5 hours. From 12:30 to 4:30 is 4 hours. Total hours, 9. The first 8 hours are regular time, and every additional hour is overtime.

IN	OUT	IN	OUT	TOTAL
8:07	12:00	12:30	4:30	7¾ hours

Here the employee was 7 minutes late. (Work begins at 8:00a.m.) Since he was late, he will be docked 15 minutes' pay. His total should be 8 hours, but because he was late he will lose one-quarter of an hour from his total.

8 hours – ¼ hour docked = 7¾ hours.

Remember – –

(1) A worker punching in early is paid from the nearest hour (no extra minutes).

(2) A worker punching in more than 5 minutes late is docked 15 minutes.

Job Assignment 1:

Compute the number of hours for each of the following workers. (Remember to dock 15 minutes' pay for anyone late to work more than 5 minutes.)

	IN	OUT	IN	OUT	TOTAL HOURS
(1)	8:00	12:00	12:30	4:30	
(2)	7:50	12:00	1:00	5:00	
(3)	6:55	12:00	12:30	4:30	
(4)	8:03	12:00	1:00	5:00	
(5)	8:08	12:00	1:00	5:00	
(6)	9:00	12:00	12:30	5:00	
(7)	8:50	12:00	12:30	5:00	
(8)	7:02	12:00	12:30	4:30	
(9)	6:59	12:00	12:30	4:30	
(10)	7:05	12:00	12:30	4:30	

Job Assignment 2:

You are the foreman completing your eight workers' timecards. Fill them out correctly. ALL Saturday work will be overtime, and all work over 8 hours in one day will be overtime.

NO. 1

NAME Jackson, Wm.

WEEK ENDING 9/12/___

	Morning		Afternoon		Night			
Day	In	Out	In	Out	In	Out	Reg.	O.T.
M	8:00	12:00	1:00	5:30				
T	8:00	12:00	1:00	5:30				
W	8:00	12:00	1:00	5:30				
Th	7:30	12:00	1:00	5:30				
F	8:00	12:00	1:00	5:30				
S								
Su								

Total Regular

Total Overtime

NO. 2

NAME Messina, Thomas

WEEK ENDING 9/12/___

	Morning		Afternoon		Night			
Day	In	Out	In	Out	In	Out	Reg.	O.T.
M	6:59	12:00	12:30	4:30				
T	8:00	12:00	12:30	5:00				
W	8:03	12:00	12:30	4:30				
Th	6:58	12:00	12:30	5:00				
F	7:00	12:00	12:30	5:30				
S	6:59	1:00						
Su								

Total Regular

Total Overtime

NO. 3

NAME Lewis, George

WEEK ENDING 9/12/___

	Morning		Afternoon		Night			
Day	In	Out	In	Out	In	Out	Reg.	O.T.
M	7:50	11:59	12:29	5:32				
T	8:00	12:00	12:30	5:30				
W	7:59	12:01	12:30	5:31				
Th	6:59	12:00	12:30	4:31				
F	6:55	12:01	12:29	4:30				
S	7:59	12:00	12:30	2:30				
Su								

Total Regular

Total Overtime

NO. 4

NAME Jones, James

WEEK ENDING 9/12/___

	Morning		Afternoon		Night			
Day	In	Out	In	Out	In	Out	Reg.	O.T.
M	7:00	11:58	12:30	5:30				
T	7:00	12:01	12:30	5:30				
W	8:00	12:00	12:30	5:30				
Th	8:00	12:00	12:30	5:30				
F	7:00	12:02	12:30	4:30				
S	7:00	12:02						
Su								

Total Regular

Total Overtime

NO. 5

NAME Rodriguez, Manuel

WEEK ENDING 9/12/___

Day	Morning In	Morning Out	Afternoon In	Afternoon Out	Night In	Night Out	Reg.	O.T.
M	7:55	11:59			12:30	6:30		
T	6:59	12:00			12:30	4:30		
W	7:00	11:59			12:30	5:00		
Th	7:57	12:00			12:29	5:30		
F	7:08	12:01			12:30	4:30		
S	7:00	1:00						
Su								

Total Regular

Total Overtime

NO. 6

NAME Abrams, Harold

WEEK ENDING 9/12/___

Day	Morning In	Morning Out	Afternoon In	Afternoon Out	Night In	Night Out	Reg.	O.T.
M	7:02	12:00			12:30	4:30		
T	8:00	12:02			12:31	5:32		
W	8:04	11:58			12:30	5:30		
Th	7:01	12:00			12:32	2:00		
F	6:59	12:01			12:30	4:30		
S	7:00	12:00						
Su								

Total Regular

Total Overtime

NO. 7

NAME Anthony, Wayne

WEEK ENDING 9/12/___

Day	Morning In	Morning Out	Afternoon In	Afternoon Out	Night In	Night Out	Reg.	O.T.
M	7:04	12:00			1:00	5:30		
T	6:55	12:00			1:00	5:00		
W	7:00	12:00			1:05	5:00		
Th	8:00	12:00			1:01	5:05		
F	8:05	12:00			1:00	5:35		
S								
Su								

Total Regular

Total Overtime

NO. 8

NAME Simmons, Edwin

WEEK ENDING 9/12/___

Day	Morning In	Morning Out	Afternoon In	Afternoon Out	Night In	Night Out	Reg.	O.T.
M	7:00	12:00			12:30	4:30		
T	7:00	12:00			12:30	5:00		
W	7:02	12:00			12:33	5:00		
Th								
F	6:51	12:00			12:30	4:33		
S	7:03	12:00						
Su								

Total Regular

Total Overtime

THE PAYROLL REGISTER

Companies differ in the benefits they offer employees. Some offer life insurance or hospitalization or medical insurance. In these cases, an amount is usually deducted from the employees' pay to cover the cost, or part of the cost of these programs. Some companies deduct from workers' pay for union dues. Some companies help their employees save money by taking a certain amount out of their pay each week to buy U.S. savings bonds.

All companies, however, must by law deduct for Federal income tax (called withholding tax) and for social security (called FICA (Federal Insurance Contributions Act). In a few states (including New Jersey, the employee must also contribute to the State unemployment insurance fund, and so the employer must deduct for this.

Each company maintains a weekly payroll register for all its employees. The register tells the employer exactly what every employee has earned, and how much has been deducted and for what purposes. The information for this register comes from various sources, including the timecards.

Payroll registers differ, depending on the policies of the company. The one on page 12 shows:

1. The employees' names (listed by timecard number), and regular hourly rate of pay.
2. Marital status - whether the employee is married (M) or single (S).
3. Number of exemptions (or withholding allowances). This is based on the form that every worker makes out when he or she first comes to work. The number is the same as he/she will claim when the time comes to make out his or her income-tax return.
4. Total hours worked during the week.
5. Gross earnings – regular pay plus overtime pay (at 1½ times the regular rate)
6. Withholding tax – from the withholding tax tables supplies by the Federal Government.
7. FICA tax (social security) – also from the government tables. In 1975, the FICA rate was 5.85% of gross pay, up to a maximum pay of $14,000 a year.
8. Net pay (gross pay minus all deductions)

Job Assignment 3:

A sample payroll register is on page 12, with the eight employees' names, wage rates, and withholding-tax data already filled in. You are to work out the correct figures for the remaining columns.

1. To compute the gross wage, multiply the weekly pay rate by the number of regular hours worked; multiply the number of overtime hours by 1½ times the regular rate. Add the two amounts together.

2. To find the withholding tax, use the tables printed in pages 18 to 21 of this booklet. To use the tables:
   (a) Note whether the person is married or single.
   (b) Find the proper table.
   (c) Find the row that includes the person's wages for the week.
   (d) Move across to the column listing the number of exemptions (withholding allowances) claimed.
   (e) The amount printed where the Wages row and the Allowances column intersect is the proper withholding tax for that person,

Example 1: Single person, 0 exemptions (withholding allowances), wage of $107.93.

SINGLE Persons—WEEKLY Payroll Period

And the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10 or more
		The amount of income tax to be withheld shall be—										
$80	$82	$12.00	$9.10	$6.50	$3.90	$1.80	$0	$0	$0	$0	$0	$0
82	84	12.40	9.50	6.90	4.30	2.10	0	0	0	0	0	0
84	86	12.80	9.80	7.20	4.60	2.30	.30	0	0	0	0	0
86	88	13.20	10.20	7.60	5.00	2.60	.60	0	0	0	0	0
88	90	13.60	10.60	8.00	5.40	2.90	.90	0	0	0	0	0
90	92	14.10	11.00	8.30	5.70	3.20	1.20	0	0	0	0	0
92	94	14.50	11.40	8.70	6.10	3.50	1.40	0	0	0	0	0
94	96	14.90	11.80	9.00	6.40	3.90	1.70	0	0	0	0	0
96	98	15.30	12.30	9.40	6.80	4.20	2.00	0	0	0	0	0
98	100	15.70	12.70	9.80	7.20	4.60	2.30	.30	0	0	0	0
100	105	16.50	13.40	10.40	7.80	5.20	2.80	.80	0	0	0	0
→ 105	110	17.50 ←	14.50	11.50	8.70	6.10	3.50	1.50	0	0	0	0
110	115	18.60	15.50	12.50	9.60	7.00	4.40	2.20	.10	0	0	0
115	120	19.60	16.60	13.60	10.50	7.90	5.30	2.90	.80	0	0	0
120	125	20.70	17.60	14.60	11.60	8.80	6.20	3.60	1.50	0	0	0
125	130	21.70	18.70	15.70	12.60	9.70	7.10	4.50	2.20	.20	0	0
130	135	22.80	19.70	16.70	13.70	10.70	8.00	5.40	2.90	.90	0	0
135	140	[illegible]	20.80	17.80	14.70	[illegible]	[illegible]	6.30	3.70	[illegible]	[illegible]	0
140	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

The wage of $107.93 falls in the row marked $105–$110. Move across that row until you reach the column headed 0 (for 0 exemptions). The figure you find where the row and the column intersect, $17.50, is the proper withholding tax.

Example 2: Single person, 4 exemptions, wage of $121.50.

Find this one yourself. See whether you get a figure of $8.80.

3. To find the FICA tax, multiply the wage amount by 5.85% (1975 percentage). This is the amount of social security to be withheld by the employer.

4. We will assume a rate of 1% for unemployment insurance.

5. To find the net income, subtract all deductions from the gross wage.

6. Total all the amounts in the various columns.

PAYROLL REGISTER

WEEK ENDING September 12, 19___ DATE PAID 9/19___

No.	NAME OF EMPLOYEE		M S	Ex.	HOURS WORKED			EARNINGS			DEDUCTIONS					TOTAL DEDUCTIONS	NET PAY	Chk. No.
					Reg.	O.T.	Tot.	Regular	Overtime	Total	FICA Tax	Inc. Tax	Un. Ins.	Hosp.	Other		Amount	
1	Jackson, Wm.	3.25	S	2	40	2½	42½	130 00	12 19	142 19	8 32	18 80	1 42					
2	Messina, Thomas	4.00	S	1														
3	Lewis, George	3.00	M	2														
4	Jones, James	2.95	S	0														
5	Rodriguez, Manuel	4.25	M	4														
6	Abrams, Harold	3.05	M	0														
7	Anthony, Wayne	4.35	S	1														
8	Simmons, EDwin	3.00	S	2														
	TOTALS																	

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Job Assignment 4:

Complete four payroll registers for these four groups of employees, using the following information. Use last week's dates. (All hours over 40 are overtime.)

(A)	Employee	Wage/ Hour	Exemp-tions	Hours
1.	Aaron, F.	$2.50	S-0	40
2.	Burdings, M.	$2.65	S-2	45½
3.	Carroll, R.	$3.00	M-4	39½
4.	Closet, W.	$3.80	M-2	43½
5.	Dowd, D.	$4.33	M-3	40
6.	Ernest, F.	$3.50	M-3	51
7.	Fuentes, R.	$4.00	S-0	45
8.	Hastings, R.	$4.00	S-0	43
9.	Miller, O.	$4.50	M-2	40
10.	Strom, R.	$5.25	M-5	40

(B)	Employee	Wage/ Hour	Exemp-tions	Hours
1.	Arnold, G.	$4.00	S-0	38
2.	Buttons, R.	$5.25	S-1	40
3.	Cohen, M.	$3.85	S-2	37
4.	Davis, W.	$4.25	M-3	55
5.	Gonzales, W.	$4.50	M-4	60
6.	Martelli, G.	$4.65	M-1	35
7.	Novak, J.	$6.00	M-4	41
8.	Radon, H.	$8.45	S-1	43
9.	Trotsky, I.	$7.00	S-1	42½
10.	Williams, H.	$3.45	M-5	41½

(C)	Employee	Wage/ Hour	Exemp-tions	Hours
1.	Armstead, B.	$3.25	M-5	28
2.	Bunker, A.	$2.45	M-4	32
3.	Burns, G.	$4.25	M-3	40
4.	Halasz, F.	$4.00	M-1	43
5.	Harris, A.	$4.20	M-2	55
6.	Harvert, N.	$3.85	S-0	46
7.	Manning, A.	$3.95	S-1	50
8.	Rivera, M.	$3.25	M-4	40
9.	Seaver, T.	$6.00	M-0	46
10.	Zinnia, A.	$6.80	M-0	49

(D)	Employee	Wage/ Hour	Exemp-tions	Hours
1.	Able, G.	$4.00	M-1	38½
2.	Bielski, P.	$3.25	M-5	39½
3.	Clark, R.	$5.50	M-4	40
4.	Daniels, W.	$6.85	S-2	40
5.	Garcio, F.	$3.50	S-2	41
6.	Hernandez, J.	$4.05	S-0	45½
7.	Irving, A.	$6.25	S-0	46¾
8.	Navaro, W.	$3.65	S-1	47
9.	Steinman, G.	$4.96	S-1	29
10.	Turner, F.	$3.25	S-1	39

PAYROLL REGISTER

WEEK ENDING _____ DATE PAID _____

No.	NAME OF EMPLOYEE	M S	Ex.	HOURS WORKED			EARNINGS			DEDUCTIONS					TOTAL DEDUCTIONS	NET PAY	Chk. No.
				Reg.	O.T.	Tot.	Regular	Overtime	Total	FICA Tax	Inc. Tax	Un. Ins.	Hosp.	Other		Amount	
	TOTALS																

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PAYROLL REGISTER

WEEK ENDING _____ DATE PAID _____

No.	NAME OF EMPLOYEE	M S	Ex.	HRS WORKED			EARNINGS			DEDUCTIONS					TOTAL DEDUCTIONS	NET PAY	Chk. No.
				Reg.	O.T.	Tot.	Regular	Overtime	Total	FICA Tax	Inc. Tax	Un. Ins.	Hosp.	Other		Amount	
	TOTALS																

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PAYROLL REGISTER

WEEK ENDING _____ DATE PAID _____

No.	NAME OF EMPLOYEE	M S	Ex.	HOURS WORKED			EARNINGS			DEDUCTIONS					TOTAL DEDUCTIONS	NET PAY	Chk. No.
				Reg.	O.T.	Tot.	Regular	Overtime	Total	FICA Tax	Inc. Tax	Un. Ins.	Hosp.	Other		Amount	
	TOTALS																

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PAYROLL REGISTER

WEEK ENDING _____ DATE PAID _____

No.	NAME OF EMPLOYEE	M S	Ex.	HOURS WORKED			EARNINGS			DEDUCTIONS					TOTAL DEDUCTIONS	NET PAY	Chk. No.
				Reg.	O.T.	Tot.	Regular	Overtime	Total	FICA Tax	Inc. Tax	Un. Ins.	Hosp.	Other		Amount	
	TOTALS																

SINGLE Persons — BIWEEKLY Payroll Period

And the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10 or more
		The amount of income tax to be withheld shall be—										
$0	$22	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
22	24	.30	0	0	0	0	0	0	0	0	0	0
24	26	.50	0	0	0	0	0	0	0	0	0	0
26	28	.80	0	0	0	0	0	0	0	0	0	0
28	30	1.10	0	0	0	0	0	0	0	0	0	0
30	32	1.40	0	0	0	0	0	0	0	0	0	0
32	34	1.70	0	0	0	0	0	0	0	0	0	0
34	36	1.90	0	0	0	0	0	0	0	0	0	0
36	38	2.20	0	0	0	0	0	0	0	0	0	0
38	40	2.50	0	0	0	0	0	0	0	0	0	0
40	42	2.80	0	0	0	0	0	0	0	0	0	0
42	44	3.10	0	0	0	0	0	0	0	0	0	0
44	46	3.30	0	0	0	0	0	0	0	0	0	0
46	48	3.60	0	0	0	0	0	0	0	0	0	0
48	50	3.90	0	0	0	0	0	0	0	0	0	0
50	52	4.20	.10	0	0	0	0	0	0	0	0	0
52	54	4.50	.40	0	0	0	0	0	0	0	0	0
54	56	4.70	.70	0	0	0	0	0	0	0	0	0
56	58	5.00	1.00	0	0	0	0	0	0	0	0	0
58	60	5.30	1.30	0	0	0	0	0	0	0	0	0
60	62	5.60	1.50	0	0	0	0	0	0	0	0	0
62	64	5.90	1.80	0	0	0	0	0	0	0	0	0
64	66	6.10	2.10	0	0	0	0	0	0	0	0	0
66	68	6.40	2.40	0	0	0	0	0	0	0	0	0
68	70	6.70	2.70	0	0	0	0	0	0	0	0	0
70	72	7.00	2.90	0	0	0	0	0	0	0	0	0
72	74	7.40	3.20	0	0	0	0	0	0	0	0	0
74	76	7.80	3.50	0	0	0	0	0	0	0	0	0
76	78	8.10	3.80	0	0	0	0	0	0	0	0	0
78	80	8.50	4.10	0	0	0	0	0	0	0	0	0
80	82	8.80	4.30	.30	0	0	0	0	0	0	0	0
82	84	9.20	4.60	.60	0	0	0	0	0	0	0	0
84	86	9.60	4.90	.90	0	0	0	0	0	0	0	0
86	88	9.90	5.20	1.10	0	0	0	0	0	0	0	0
88	90	10.30	5.50	1.40	0	0	0	0	0	0	0	0
90	92	10.60	5.70	1.70	0	0	0	0	0	0	0	0
92	94	11.00	6.00	2.00	0	0	0	0	0	0	0	0
94	96	11.40	6.30	2.30	0	0	0	0	0	0	0	0
96	98	11.70	6.60	2.50	0	0	0	0	0	0	0	0
98	100	12.10	6.90	2.80	0	0	0	0	0	0	0	0
100	102	12.40	7.30	3.10	0	0	0	0	0	0	0	0
102	104	12.80	7.60	3.40	0	0	0	0	0	0	0	0
104	106	13.20	8.00	3.70	0	0	0	0	0	0	0	0
106	108	13.50	8.30	3.90	0	0	0	0	0	0	0	0
108	110	13.90	8.70	4.20	.20	0	0	0	0	0	0	0
110	112	14.20	9.10	4.50	.50	0	0	0	0	0	0	0
112	114	14.60	9.40	4.80	.70	0	0	0	0	0	0	0
114	116	15.00	9.80	5.10	1.00	0	0	0	0	0	0	0
116	118	15.30	10.10	5.30	1.30	0	0	0	0	0	0	0
118	120	15.70	10.50	5.60	1.60	0	0	0	0	0	0	0
120	124	16.20	11.00	6.00	2.00	0	0	0	0	0	0	0
124	128	16.90	11.80	6.60	2.60	0	0	0	0	0	0	0
128	132	17.70	12.50	7.30	3.10	0	0	0	0	0	0	0
132	136	18.40	13.20	8.00	3.70	0	0	0	0	0	0	0
136	140	19.10	13.90	8.70	4.20	.20	0	0	0	0	0	0
140	144	19.80	14.60	9.40	4.80	.80	0	0	0	0	0	0
144	148	20.50	15.40	10.20	5.40	1.30	0	0	0	0	0	0
148	152	21.40	16.10	10.90	5.90	1.90	0	0	0	0	0	0
152	156	22.20	16.80	11.60	6.50	2.40	0	0	0	0	0	0
156	160	23.10	17.50	12.30	7.10	3.00	0	0	0	0	0	0

(Continued on next page)

SINGLE Persons—WEEKLY Payroll Period

And the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10 or more
		The amount of income tax to be withheld shall be—										
$80	$82	$12.00	$9.10	$6.50	$3.90	$1.80	$0	$0	$0	$0	$0	$0
82	84	12.40	9.50	6.90	4.30	2.10	0	0	0	0	0	0
84	86	12.80	9.80	7.20	4.60	2.30	.30	0	0	0	0	0
86	88	13.20	10.20	7.60	5.00	2.60	.60	0	0	0	0	0
88	90	13.60	10.60	8.00	5.40	2.90	.90	0	0	0	0	0
90	92	14.10	11.00	8.30	5.70	3.20	1.20	0	0	0	0	0
92	94	14.50	11.40	8.70	6.10	3.50	1.40	0	0	0	0	0
94	96	14.90	11.90	9.00	6.40	3.90	1.70	0	0	0	0	0
96	98	15.30	12.30	9.40	6.80	4.20	2.00	0	0	0	0	0
98	100	15.70	12.70	9.80	7.20	4.60	2.30	.30	0	0	0	0
100	105	16.50	13.40	10.40	7.80	5.20	2.80	.80	0	0	0	0
105	110	17.50	14.50	11.50	8.70	6.10	3.50	1.50	0	0	0	0
110	115	18.60	15.50	12.50	9.60	7.00	4.40	2.20	.10	0	0	0
115	120	19.60	16.60	13.60	10.50	7.90	5.30	2.90	.80	0	0	0
120	125	20.70	17.60	14.60	11.60	8.80	6.20	3.60	1.50	0	0	0
125	130	21.70	18.70	15.70	12.60	9.70	7.10	4.50	2.20	.20	0	0
130	135	22.80	19.70	16.70	13.70	10.70	8.00	5.40	2.90	.90	0	0
135	140	23.80	20.80	17.80	14.70	11.70	8.90	6.30	3.70	1.60	0	0
140	145	24.90	21.80	18.80	15.80	12.80	9.80	7.20	4.60	2.30	.30	0
145	150	25.90	22.90	19.90	16.80	13.80	10.80	8.10	5.50	3.00	1.00	0
150	160	27.50	24.50	21.40	18.40	15.40	12.30	9.50	6.90	4.30	2.00	0
160	170	29.60	26.60	23.50	20.50	17.50	14.40	11.40	8.70	6.10	3.50	1.40
170	180	31.70	28.70	25.60	22.60	19.60	16.50	13.50	10.50	7.90	5.30	2.80
180	190	33.80	30.80	27.70	24.70	21.70	18.60	15.60	12.60	9.70	7.10	4.50
190	200	35.90	32.90	29.80	26.80	23.80	20.70	17.70	14.70	11.70	8.90	6.30
200	210	38.10	35.00	31.90	28.90	25.90	22.80	19.80	16.80	13.80	10.70	8.10
210	220	40.40	37.10	34.00	31.00	28.00	24.90	21.90	18.90	15.90	12.80	9.90
220	230	42.70	39.30	36.10	33.10	30.10	27.00	24.00	21.00	18.00	14.90	11.90
230	240	45.10	41.60	38.30	35.20	32.20	29.10	26.10	23.10	20.10	17.00	14.00
240	250	47.80	43.90	40.60	37.30	34.30	31.20	28.20	25.20	22.20	19.10	16.10
250	260	50.50	46.60	42.90	39.60	36.40	33.30	30.30	27.30	24.30	21.20	18.20
260	270	53.20	49.30	45.40	41.90	38.60	35.40	32.40	29.40	26.40	23.30	20.30
270	280	56.20	52.00	48.10	44.20	40.90	37.60	34.50	31.50	28.50	25.40	22.40
280	290	59.30	54.80	50.80	46.90	43.20	39.90	36.60	33.60	30.60	27.50	24.50
290	300	62.40	57.90	53.50	49.60	45.70	42.20	38.90	35.70	32.70	29.60	26.60
300	310	65.50	61.00	56.50	52.30	48.40	44.60	41.20	37.80	34.80	31.70	28.70
310	320	68.60	64.10	59.60	55.10	51.10	47.30	43.50	40.10	36.90	33.80	30.80
320	330	71.70	67.20	62.70	58.20	53.80	50.00	46.10	42.40	39.10	35.90	32.90
330	340	74.80	70.30	65.80	61.30	56.90	52.70	48.80	44.90	41.40	38.10	35.00
340	350	78.30	73.40	68.90	64.40	60.00	55.50	51.50	47.60	43.70	40.40	37.10
350	360	81.80	76.80	72.00	67.50	63.10	58.60	54.20	50.30	46.40	42.70	39.40
360	370	85.30	80.30	75.30	70.60	66.20	61.70	57.20	53.00	49.10	45.20	41.70
370	380	88.80	83.80	78.80	73.70	69.30	64.80	60.30	55.90	51.80	47.90	44.00
380	390	92.30	87.30	82.30	77.20	72.40	67.90	63.40	59.00	54.50	50.60	46.70
390	400	95.80	90.80	85.80	80.70	75.70	71.00	66.50	62.10	57.60	53.30	49.40
400	410	99.30	94.30	89.30	84.20	79.20	74.10	69.60	65.20	60.70	56.20	52.10
410	420	102.80	97.80	92.80	87.70	82.70	77.60	72.70	68.30	63.80	59.30	54.80
420	430	106.30	101.30	96.30	91.20	86.20	81.10	76.10	71.40	66.90	62.40	57.90
430	440	109.80	104.80	99.80	94.70	89.70	84.60	79.60	74.50	70.00	65.50	61.00
440	450	113.30	108.30	103.30	98.20	93.20	88.10	83.10	78.00	73.10	68.60	64.10
450	460	116.80	111.80	106.80	101.70	96.70	91.60	86.60	81.50	76.50	71.70	67.20
460	470	120.30	115.30	110.30	105.20	100.20	95.10	90.10	85.00	80.00	74.90	70.30
470	480	123.80	118.80	113.80	108.70	103.70	98.60	93.60	88.50	83.50	78.40	73.40
480	490	127.30	122.30	117.30	112.20	107.20	102.10	97.10	92.00	87.00	81.90	76.90
		36 percent of the excess over $480 plus—										
$490 and over		129.10	124.00	119.00	114.00	108.90	103.90	98.80	93.80	88.70	83.70	78.60

MARRIED Persons—WEEKLY Payroll Period

And the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10 or more
		The amount of income tax to be withheld shall be—										
$0	$11	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
11	12	.10	0	0	0	0	0	0	0	0	0	0
12	13	.30	0	0	0	0	0	0	0	0	0	0
13	14	.40	0	0	0	0	0	0	0	0	0	0
14	15	.50	0	0	0	0	0	0	0	0	0	0
15	16	.70	0	0	0	0	0	0	0	0	0	0
16	17	.80	0	0	0	0	0	0	0	0	0	0
17	18	1.00	0	0	0	0	0	0	0	0	0	0
18	19	1.10	0	0	0	0	0	0	0	0	0	0
19	20	1.20	0	0	0	0	0	0	0	0	0	0
20	21	1.40	0	0	0	0	0	0	0	0	0	0
21	22	1.50	0	0	0	0	0	0	0	0	0	0
22	23	1.70	0	0	0	0	0	0	0	0	0	0
23	24	1.80	0	0	0	0	0	0	0	0	0	0
24	25	1.90	0	0	0	0	0	0	0	0	0	0
25	26	2.10	.10	0	0	0	0	0	0	0	0	0
26	27	2.20	.20	0	0	0	0	0	0	0	0	0
27	28	2.40	.40	0	0	0	0	0	0	0	0	0
28	29	2.50	.50	0	0	0	0	0	0	0	0	0
29	30	2.60	.60	0	0	0	0	0	0	0	0	0
30	31	2.80	.80	0	0	0	0	0	0	0	0	0
31	32	2.90	.90	0	0	0	0	0	0	0	0	0
32	33	3.10	1.10	0	0	0	0	0	0	0	0	0
33	34	3.20	1.20	0	0	0	0	0	0	0	0	0
34	35	3.30	1.30	0	0	0	0	0	0	0	0	0
35	36	3.50	1.50	0	0	0	0	0	0	0	0	0
36	37	3.60	1.60	0	0	0	0	0	0	0	0	0
37	38	3.80	1.80	0	0	0	0	0	0	0	0	0
38	39	3.90	1.90	0	0	0	0	0	0	0	0	0
39	40	4.10	2.00	0	0	0	0	0	0	0	0	0
40	41	4.20	2.20	.20	0	0	0	0	0	0	0	0
41	42	4.40	2.30	.30	0	0	0	0	0	0	0	0
42	43	4.50	2.50	.40	0	0	0	0	0	0	0	0
43	44	4.70	2.60	.60	0	0	0	0	0	0	0	0
44	45	4.90	2.70	.70	0	0	0	0	0	0	0	0
45	46	5.00	2.90	.90	0	0	0	0	0	0	0	0
46	47	5.20	3.00	1.00	0	0	0	0	0	0	0	0
47	48	5.30	3.20	1.10	0	0	0	0	0	0	0	0
48	49	5.50	3.30	1.30	0	0	0	0	0	0	0	0
49	50	5.70	3.40	1.40	0	0	0	0	0	0	0	0
50	51	5.80	3.60	1.60	0	0	0	0	0	0	0	0
51	52	6.00	3.70	1.70	0	0	0	0	0	0	0	0
52	53	6.10	3.90	1.80	0	0	0	0	0	0	0	0
53	54	6.30	4.00	2.00	0	0	0	0	0	0	0	0
54	55	6.50	4.10	2.10	.10	0	0	0	0	0	0	0
55	56	6.60	4.30	2.30	.20	0	0	0	0	0	0	0
56	57	6.80	4.50	2.40	.40	0	0	0	0	0	0	0
57	58	6.90	4.60	2.50	.50	0	0	0	0	0	0	0
58	59	7.10	4.80	2.70	.70	0	0	0	0	0	0	0
59	60	7.30	4.90	2.80	.80	0	0	0	0	0	0	0
60	62	7.50	5.20	3.00	1.00	0	0	0	0	0	0	0
62	64	7.80	5.50	3.30	1.30	0	0	0	0	0	0	0
64	66	8.10	5.80	3.60	1.60	0	0	0	0	0	0	0
66	68	8.50	6.10	3.90	1.80	0	0	0	0	0	0	0
68	70	8.80	6.50	4.20	2.10	.10	0	0	0	0	0	0
70	72	9.10	6.80	4.50	2.40	.40	0	0	0	0	0	0
72	74	9.40	7.10	4.80	2.70	.70	0	0	0	0	0	0
74	76	9.70	7.40	5.10	3.00	.90	0	0	0	0	0	0
76	78	10.10	7.70	5.40	3.20	1.20	0	0	0	0	0	0
78	80	10.40	8.10	5.80	3.50	1.50	0	0	0	0	0	0
80	82	10.70	8.40	6.10	3.80	1.80	0	0	0	0	0	0
82	84	11.00	8.70	6.40	4.10	2.10	0	0	0	0	0	0
84	86	11.30	9.00	6.70	4.40	2.30	.30	0	0	0	0	0
86	88	11.70	9.30	7.00	4.70	2.60	.60	0	0	0	0	0
88	90	12.00	9.70	7.40	5.00	2.90	.90	0	0	0	0	0
90	92	12.30	10.00	7.70	5.40	3.20	1.20	0	0	0	0	0
92	94	12.60	10.30	8.00	5.70	3.50	1.40	0	0	0	0	0
94	96	12.90	10.60	8.30	6.00	3.70	1.70	0	0	0	0	0
96	98	13.30	10.90	8.60	6.30	4.00	2.00	0	0	0	0	0
98	100	13.60	11.30	9.00	6.60	4.30	2.30	0	0	0	0	0

(Continued on next page)

MARRIED Persons—WEEKLY Payroll Period

And the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10 or more
		The amount of income tax to be withheld shall be—										
$100	$105	$14.10	$11.80	$9.50	$7.20	$4.90	$2.80	$.80	$0	$0	$0	$0
105	110	14.90	12.60	10.30	8.00	5.70	3.50	1.50	0	0	0	0
110	115	15.70	13.40	11.10	8.80	6.50	4.20	2.20	.10	0	0	0
115	120	16.50	14.20	11.90	9.60	7.30	5.00	2.90	.80	0	0	0
120	125	17.30	15.00	12.70	10.40	8.10	5.80	3.60	1.50	0	0	0
125	130	18.10	15.80	13.50	11.20	8.90	6.60	4.30	2.20	.20	0	0
130	135	18.90	16.60	14.30	12.00	9.70	7.40	5.10	2.90	.90	0	0
135	140	19.70	17.40	15.10	12.80	10.50	8.20	5.90	3.60	1.60	0	0
140	145	20.50	18.20	15.90	13.60	11.30	9.00	6.70	4.40	2.30	.30	0
145	150	21.30	19.00	16.70	14.40	12.10	9.80	7.50	5.20	3.00	1.00	0
150	160	22.50	20.20	17.90	15.60	13.30	11.00	8.70	6.40	4.10	2.00	0
160	170	24.10	21.80	19.50	17.20	14.90	12.60	10.30	8.00	5.70	3.40	1.40
170	180	26.00	23.40	21.10	18.80	16.50	14.20	11.90	9.60	7.30	5.00	2.80
180	190	28.00	25.20	22.70	20.40	18.10	15.80	13.50	11.20	8.90	6.60	4.30
190	200	30.00	27.20	24.30	22.00	19.70	17.40	15.10	12.80	10.50	8.20	5.90
200	210	32.00	29.20	26.30	23.60	21.30	19.00	16.70	14.40	12.10	9.80	7.50
210	220	34.40	31.20	28.30	25.40	22.90	20.60	18.30	16.00	13.70	11.40	9.10
220	230	36.80	33.30	30.30	27.40	24.50	22.20	19.90	17.60	15.30	13.00	10.70
230	240	39.20	35.70	32.30	29.40	26.50	23.80	21.50	19.20	16.90	14.60	12.30
240	250	41.60	38.10	34.60	31.40	28.50	25.60	23.10	20.80	18.50	16.20	13.90
250	260	44.00	40.50	37.00	33.60	30.50	27.60	24.70	22.40	20.10	17.80	15.50
260	270	46.40	42.90	39.40	36.00	32.50	29.60	26.70	24.00	21.70	19.40	17.10
270	280	48.80	45.30	41.80	38.40	34.90	31.60	28.70	25.80	23.30	21.00	18.70
280	290	51.20	47.70	44.20	40.80	37.30	33.90	30.70	27.80	25.00	22.60	20.30
290	300	53.60	50.10	46.60	43.20	39.70	36.30	32.80	29.80	27.00	24.20	21.90
300	310	56.00	52.50	49.00	45.60	42.10	38.70	35.20	31.80	29.00	26.10	23.50
310	320	58.40	54.90	51.40	48.00	44.50	41.10	37.60	34.10	31.00	28.10	25.20
320	330	60.80	57.30	53.80	50.40	46.90	43.50	40.00	36.50	33.10	30.10	27.20
330	340	63.60	59.70	56.20	52.80	49.30	45.90	42.40	38.90	35.50	32.10	29.20
340	350	66.40	62.40	58.60	55.20	51.70	48.30	44.80	41.30	37.90	34.40	31.20
350	360	69.20	65.20	61.10	57.60	54.10	50.70	47.20	43.70	40.30	36.80	33.40
360	370	72.00	68.00	63.90	60.00	56.50	53.10	49.60	46.10	42.70	39.20	35.80
370	380	74.80	70.80	66.70	62.70	58.90	55.50	52.00	48.50	45.10	41.60	38.20
380	390	77.60	73.60	69.50	65.50	61.50	57.90	54.40	50.90	47.50	44.00	40.60
390	400	80.40	76.40	72.30	68.30	64.30	60.30	56.80	53.30	49.90	46.40	43.00
400	410	83.20	79.20	75.10	71.10	67.10	63.00	59.20	55.70	52.30	48.80	45.40
410	420	86.30	82.00	77.90	73.90	69.90	65.80	61.80	58.10	54.70	51.20	47.80
420	430	89.50	84.80	80.70	76.70	72.70	68.60	64.60	60.50	57.10	53.60	50.20
430	440	92.70	88.00	83.50	79.50	75.50	71.40	67.40	63.30	59.50	56.00	52.60
440	450	95.90	91.20	86.60	82.30	78.30	74.20	70.20	66.10	62.10	58.40	55.00
450	460	99.10	94.40	89.80	85.20	81.10	77.00	73.00	68.90	64.90	60.90	57.40
460	470	102.30	97.60	93.00	88.40	83.90	79.80	75.80	71.70	67.70	63.70	59.80
470	480	105.50	100.80	96.20	91.60	87.00	82.60	78.60	74.50	70.50	66.50	62.40
480	490	108.70	104.00	99.40	94.80	90.20	85.60	81.40	77.30	73.30	69.30	65.20
490	500	112.20	107.20	102.60	98.00	93.40	88.80	84.20	80.10	76.10	72.10	68.00
500	510	115.80	110.60	105.80	101.20	96.60	92.00	87.40	82.90	78.90	74.90	70.80
510	520	119.40	114.20	109.10	104.40	99.80	95.20	90.60	86.00	81.70	77.70	73.60
520	530	123.00	117.80	112.70	107.60	103.00	98.40	93.80	89.20	84.50	80.50	76.40
530	540	126.60	121.40	116.30	111.10	106.20	101.60	97.00	92.40	87.70	83.30	79.20
540	550	130.20	125.00	119.90	114.70	109.50	104.80	100.20	95.60	90.90	86.30	82.00
550	560	133.80	128.60	123.50	118.30	113.10	108.00	103.40	98.80	94.10	89.50	84.90
560	570	137.40	132.20	127.10	121.90	116.70	111.50	106.60	102.00	97.30	92.70	88.10
570	580	141.00	135.80	130.70	125.50	120.30	115.10	109.90	105.20	100.50	95.90	91.30
580	590	144.60	139.40	134.30	129.10	123.90	118.70	113.50	108.40	103.70	99.10	94.50
590	600	148.20	143.00	137.90	132.70	127.50	122.30	117.10	111.90	106.90	102.30	97.70
600	610	151.80	146.60	141.50	136.30	131.10	125.90	120.70	115.50	110.30	105.50	100.90
610	620	155.40	150.20	145.10	139.90	134.70	129.50	124.30	119.10	113.90	108.70	104.10
620	630	159.00	153.80	148.70	143.50	138.30	133.10	127.90	122.70	117.50	112.30	107.30
630	640	162.60	157.40	152.30	147.10	141.90	136.70	131.50	126.30	121.10	115.90	110.70
		36 percent of the excess over $640 plus—										
$640 and over		164.40	159.20	154.10	148.90	143.70	138.50	133.30	128.10	122.90	117.70	112.50

PAYING BY CHECK

One responsibility that many adults face is paying bills. Bills may be paid in cash, but cash has several disadvantages. Cash is gone forever if lost, or stolen, or burned in a fire; you often have to make a trip to pay with cash; and you have no proof that you have paid your bill.

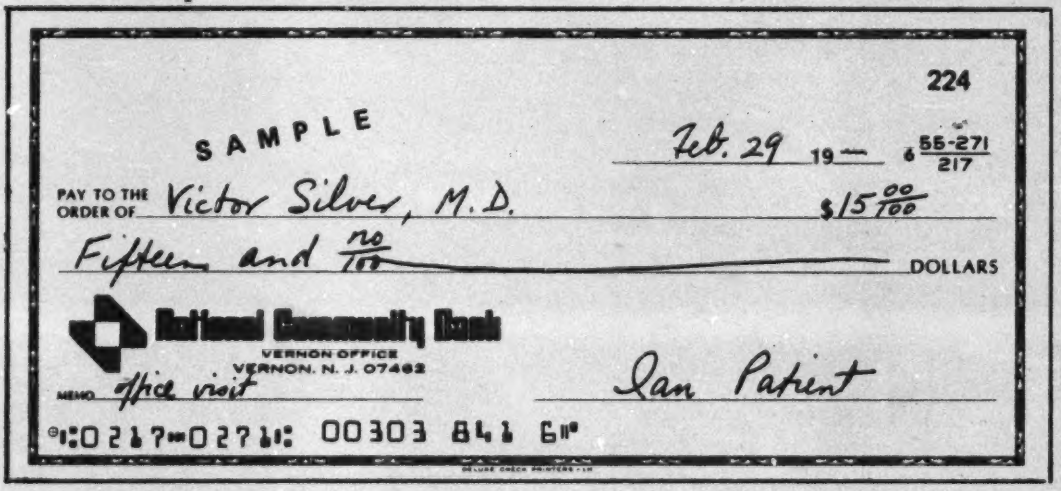
The best way to pay bills is by check, which in effect pays out your own money from your checking account in your bank.

A checking account has many advantages. You can pay bills by mail. There is no cash to be handled. The canceled check, when returned to you by your bank, acts as your receipt or proof of payment. In addition, if a check is lost or stolen, you may stop payment on it and it cannot be cashed.

Keeping a checking account does cost some money. There are many different plans, and charges vary from bank to bank. Most banks will make no charge for a certain number of checks written each month provided you keep a certain amount of money in your account. For example, you may be allowed 10 free checks each month if you keep at least $500 in your account at all times; if your bank balance falls below that amount, you will be charged perhaps 10 cents a check. Sometimes the number of free checks depends on the *average* amount kept in your account during the month. Sometimes all checks are free provided you keep a savings account in the same bank.

All banks offer "special" checking accounts also, but the charges vary greatly in different banks. You do not have to keep a certain amount of money in your account. A typical plan might include a service charge of 10 cents for each check that is written, plus an extra charge of 75 cents each month. Therefore a person who wrote out 8 checks in one month would pay $.80 (8 checks at 10¢ per check), plus $.75, for a total charge of $1.55 for the month. Most banks make no charges for deposits, that is, putting money *into* your account.

A sample check is shown here.



WRITING CHECKS AND STUBS

There are two parts to every check – the check itself and the stub or record of the check that stays in your checkbook. When writing a check, *always write out the stub first.* That way you are in no danger of forgetting to do this. If you *should* forget, you will think there is more money in your checking account than there is, and you may write a check that will "bounce", that is, the bank won't pay it because you are "overdrawn," and will send it back to you This will cost you extra money. It is also very embarrassing.

Let's see what's on the stub.

The amount of this check

The number of this check

Today's date

The person or company that is being paid

What is being paid for

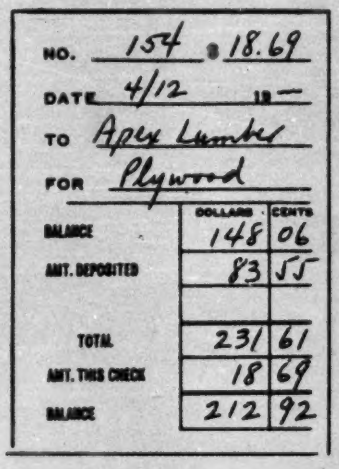
Your bank balance as carried forward from the previous check

The amount of any deposit(s) you have made since the previous check was written

Total

The amount of this check

The new balance (by subtraction), to be carried forward to the next check



Here's a chance for you to write out a check and stub.

James Johnson is paying his rent ($210.50) for the month of June to his landlord, R. vanWinkle. He had had a balance of $57.50 in his account, but deposited $200.00 so as to "cover" the check. Write out the stub first and then the check. Use today's date and number 406 for the check.

Bal. Bro't Fwd.

Am't Deposited

TOTAL

No._____

_____ 19___

To_____

_____

For_____

Am't this check

Bal. Car'd Fwd.

No._____ **RIVERFRONT BANK & TRUST CO.** 4-18 / 141

Freebee, New Jersey

_____ 19___

PAY TO THE ORDER OF_____ $_____

_____ DOLLARS

MEMO_____

⑆021700271⑆ 841 6⑈

Note: Not all stubs look like the ones we have shown. Some checkbooks are arranged differently, with the check records shown in *register* form, as here. Notice that the same information is included in the register as on the separate stubs.

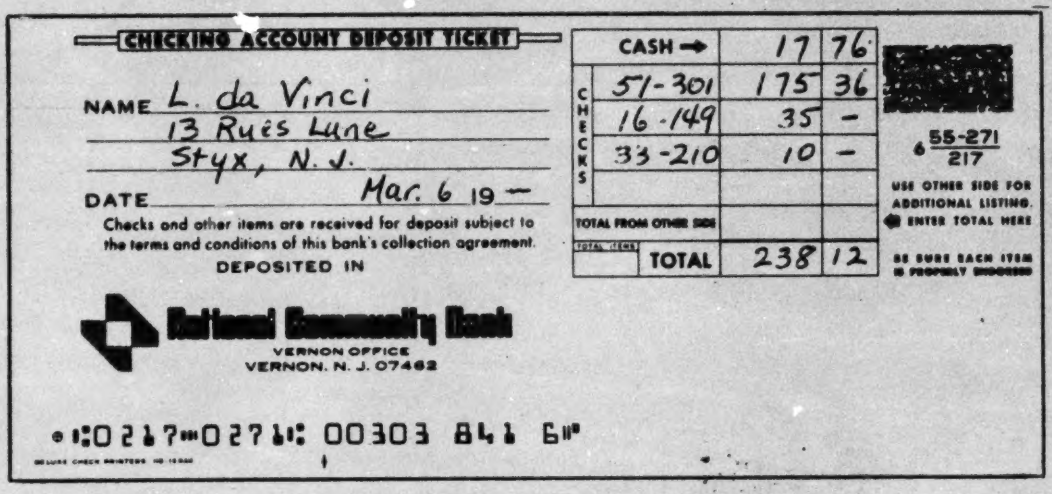
PLEASE BE SURE TO DEDUCT ANY PER CHECK CHARGES OR SERVICE CHARGES THAT MAY APPLY TO YOUR ACCOUNT

CHECK NO	DATE 19—	CHECKS ISSUED TO OR DESCRIPTION OF DEPOSIT	(-) AMOUNT OF CHECK		✓ T	(-) CHECK FEE (IF ANY)	(+) AMOUNT OF DEPOSIT		BALANCE	
									244	15
	2/10	Birthday checks					35	00	279	15
64	2/12	Robt. Armstrong Return of loan	85	00		.15			194	00
65	2/15	Fashion Fabrics Material for curtains	18	74		.15			175	11
66	2/19	Stop and Shop Groceries	23	18		.15			151	78

DEPOSITING MONEY IN A CHECKING ACCOUNT

In order to pay bills with checks, you need enough money in your checking account to cover the checks. You must deposit money from time to time to cover your checks.

Like checks and stubs, deposit slips (or deposit "tickets") come in various shapes and styles, but they all include the same information. Here is a deposit slip.



CHECKING ACCOUNT DEPOSIT TICKET

NAME L. da Vinci
13 Rues Lane
Styx, N. J.

DATE Mar. 6 19 —

Checks and other items are received for deposit subject to the terms and conditions of this bank's collection agreement.

DEPOSITED IN

National Community Bank
VERNON OFFICE
VERNON, N. J. 07462

	CASH →	17	76
CHECKS	51-301	175	36
	16-149	35	—
	33-210	10	—
TOTAL FROM OTHER SIDE			
TOTAL ITEMS	TOTAL	238	12

[redacted]

⑆ 55-271 / 217

USE OTHER SIDE FOR ADDITIONAL LISTING.
ENTER TOTAL HERE

BE SURE EACH ITEM IS PROPERLY ENDORSED

⑈021727102711⑈ 00303 8411 611⑈

To make out a deposit slip:

1. Write your name and address if they are not already printed. If the deposit slip does not have your account number printed on it, you will find a place to write it in.

2. Count up the amount of cash – bills plus coins. On some deposit slips these are entered separately – the bills are called currency; on others, they are combined into one figure, as above.

3. List the checks separately. Use the bank's identification number to identify the checks. For example, the check number

$$\frac{7-109}{520}$$

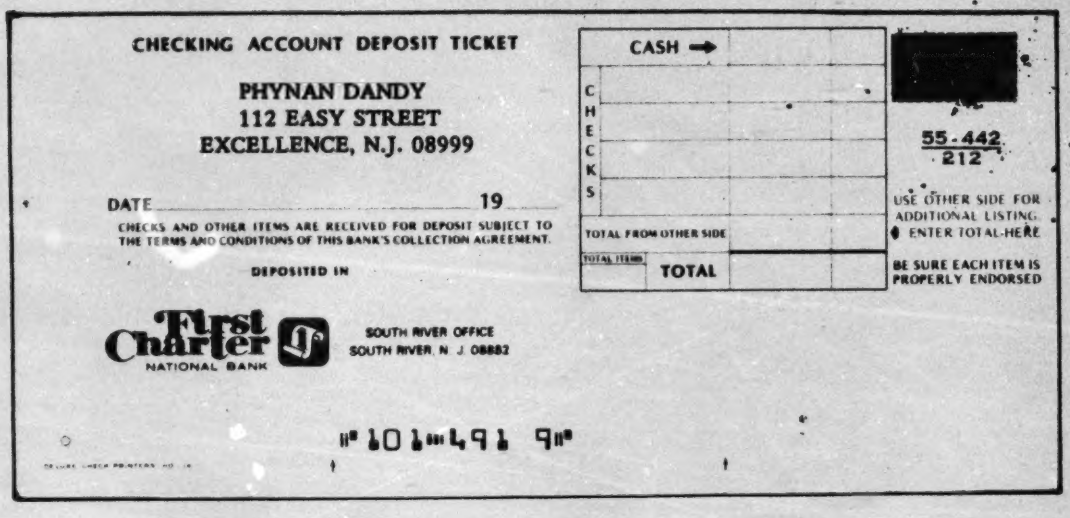
should be identified as 7-109.

4. Total up the whole deposit.

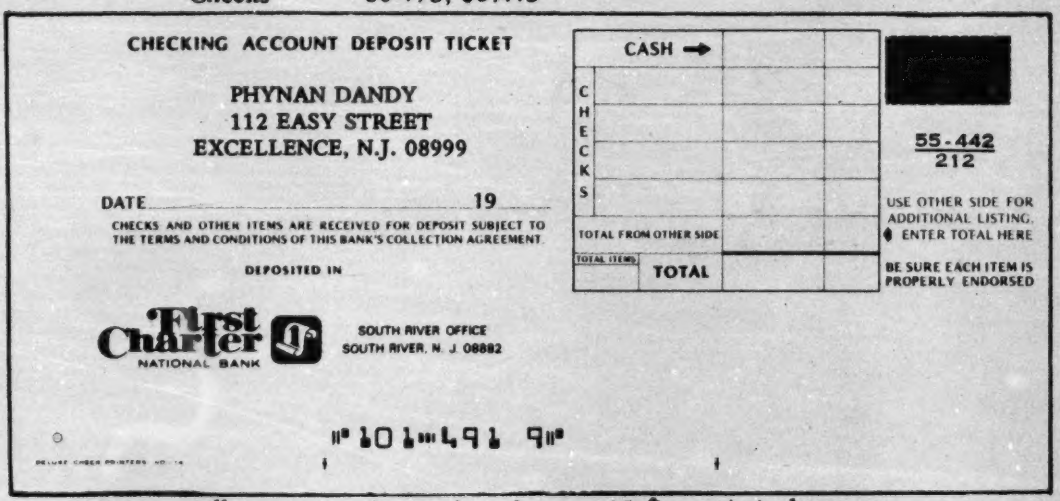
Job Assignment 5:

Make out deposit slips for the following deposits.

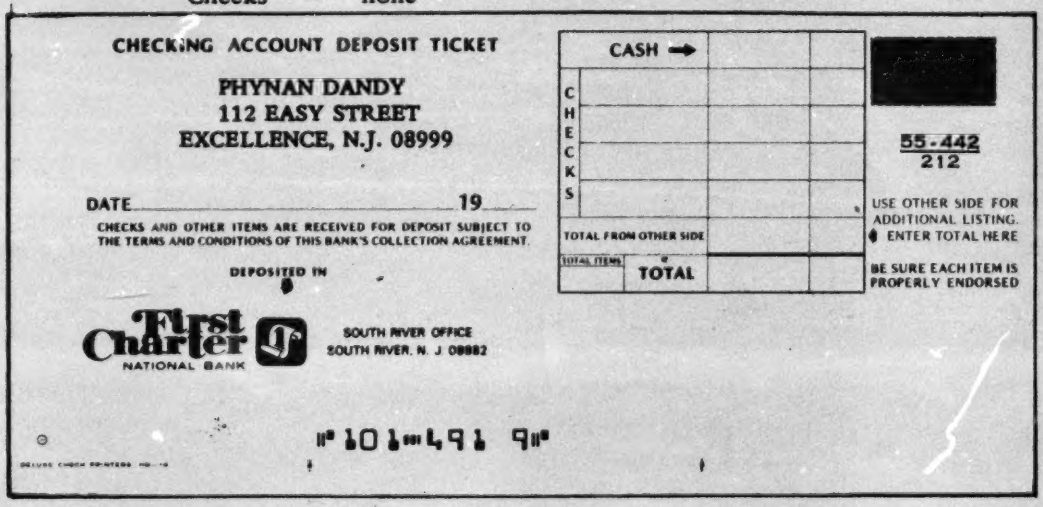
(1) Bills – 15 10-dollar bills, 6 5-dollar bills, 3 singles
Coins – 50 dimes, 60 nickels
Checks – 22-706, $67.56 10-216, $347.10 14-417, $9.47



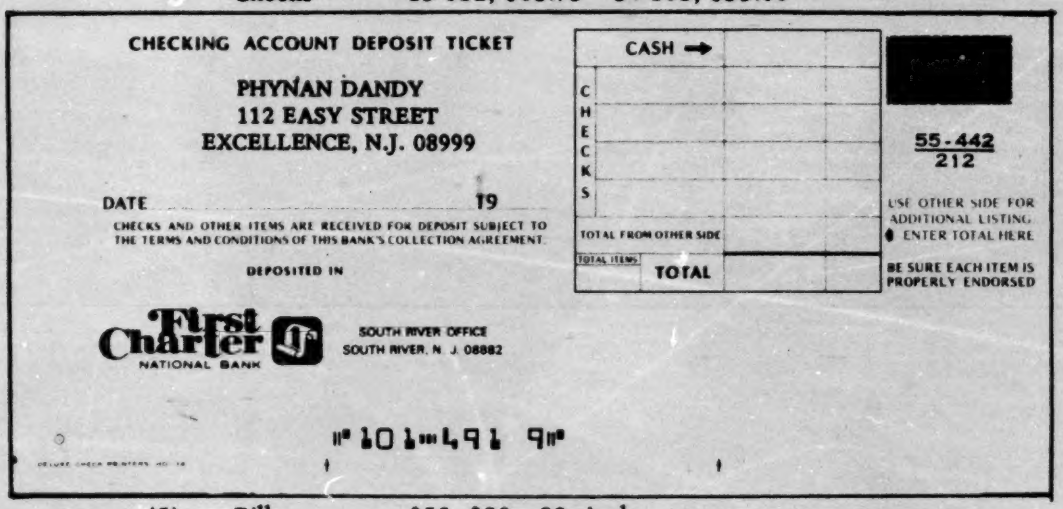
(2) Bills – 50 tens, 6 fives, 3 singles
Coins – 15 dimes, 12 nickels
Checks – 60-475, $67.43



(3) Bills – 6 twenties, 3 tens, 15 fives, 4 singles
Coins – 8 dimes, 14 nickels, 20 quarters
Checks – none



(4) Bills – 5 twenties, 5 tens, 6 fives, 4 singles
Coins – 50 dimes, 40 quarters
Checks – 13-612, $65.73 54-101, $35.00


CHECKING ACCOUNT DEPOSIT TICKET

PHYNAN DANDY
112 EASY STREET
EXCELLENCE, N.J. 08999

DATE 19

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE TERMS AND CONDITIONS OF THIS BANK'S COLLECTION AGREEMENT.

DEPOSITED IN

First Charter NATIONAL BANK

SOUTH RIVER OFFICE
SOUTH RIVER, N. J. 08882

CASH →

CHECKS

TOTAL FROM OTHER SIDE

TOTAL ITEMS

TOTAL

[redacted]

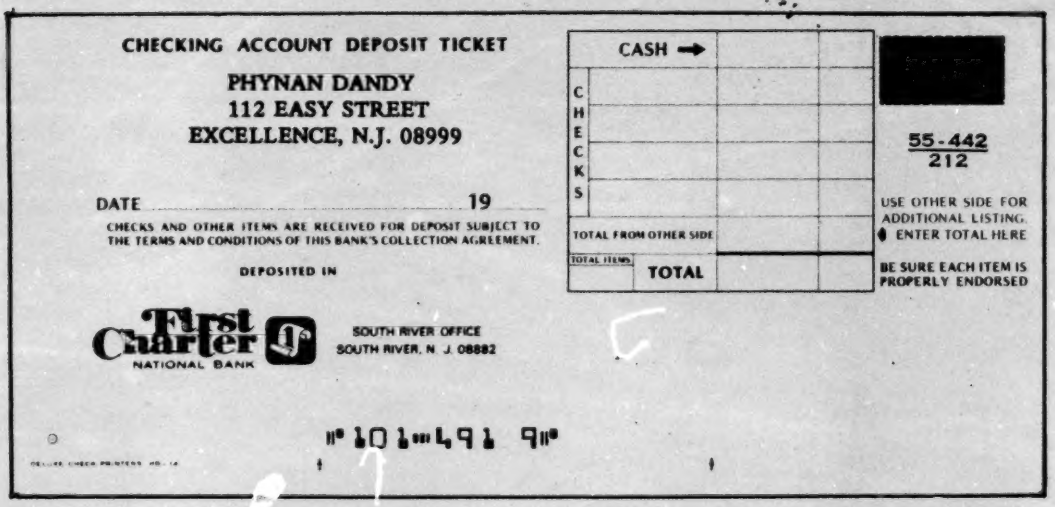
55-442
212

USE OTHER SIDE FOR ADDITIONAL LISTING
ENTER TOTAL HERE

BE SURE EACH ITEM IS PROPERLY ENDORSED

⑈10 1⑈491 9⑈

(5) Bills – $50, $20, 20 singles
Coins – 15 dimes, 200 pennies
Checks – 13-316, $85.00 22-315, $50


CHECKING ACCOUNT DEPOSIT TICKET

PHYNAN DANDY
112 EASY STREET
EXCELLENCE, N.J. 08999

DATE 19

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE TERMS AND CONDITIONS OF THIS BANK'S COLLECTION AGREEMENT.

DEPOSITED IN

First Charter NATIONAL BANK

SOUTH RIVER OFFICE
SOUTH RIVER, N. J. 08882

CASH →

CHECKS

TOTAL FROM OTHER SIDE

TOTAL ITEMS

TOTAL

[redacted]

55-442
212

USE OTHER SIDE FOR ADDITIONAL LISTING
ENTER TOTAL HERE

BE SURE EACH ITEM IS PROPERLY ENDORSED

⑈10 1⑈491 9⑈

KEEPING YOUR ACCOUNT GOING

After depositing money in your checking account, you may write out the checks to pay your bills without worrying about being overdrawn. To avoid the problem of having your account overdrawn, you must make out a stub for each check and figure the new balance each time you write a check.

Note: A person may withdraw money from his or her checking account by writing out a check to "Cash."

Job Assignment 6:

The balance brought forward on today's date is $583.42. The class will write the stubs and checks for these three payments together.

Check #106	Ford Finance Co.	$57.92
Check #107	Food Fair, Inc.	$93.47
Check #108	H.R. Wringley, D.D.S.	$25.00

Use the form furnished on page 29.

Steps We Will Follow

1. Write down the present balance on the first stub. (Bal. Br'ot For'd).
2. Fill in the needed information – number, date, receiver of check, and purpose of check, on the first stub.
3. Since there is no deposit, skip the two lines for deposits. Repeat the balance on the "TOTAL" line.
4. Write the amount of first check next to "amt. this check" on first stub.
5. Subtract the check amount from the balance. This amount becomes the new balance.
6. Carry this new balance down to next check.
7. Fill out the first check correctly.
8. Repeat the procedure for the other two checks.
9. Check your final balance with the rest of the class.

No. _____ $ _____
Date _____ 19____
To _____
For _____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No. _____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $ _____

_____ Dollars

_____
Practice check

Memo _____

⑆121000019⑆0108 3

No. _____ $ _____
Date _____ 19____
To _____
For _____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No. _____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $ _____

_____ Dollars

_____
Practice check

Memo _____

⑆121000019⑆0108 3

No. _____ $ _____
Date _____ 19____
To _____
For _____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No. _____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $ _____

_____ Dollars

_____
Practice check

Memo _____

⑆121000019⑆0108 3

Job Assignment 7:

Using the following information, complete and fill out the 9 checks and stubs on the next three pages. Keep a running balance as you go.

Check balance,		March 1, 19___	$279.17
Check No.	**Date**		
100	3/1	Jersey Centr. P & L	$ 22.01
101	3/1	Lou Grabber (rent)	$185.00
102	3/5	Shop Rite (groceries)	$ 60.00
	3/6	Deposit – paycheck	$188.04
103	3/8	Bamberger's (toaster)	$ 15.49
104	3/10	Cash	$ 40.00
105	3/10	First National Bank (loan)	$ 63.37
	3/13	Deposit – paycheck	$188.04
106	3/14	Redbook Magazine	$ 6.00
107	3/15	Sears (charge acct.)	$ 55.39
108	3/15	New York Life (Insurance)	$ 40.34

No. _____ $ _____
Date _____ 19____
To _____
For _____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No. _____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $ _____

_____ Dollars

_____
Practice check

Memo _____

⑆121000019⑆01083

No. _____ $ _____
Date _____ 19____
To _____
For _____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No. _____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $ _____

_____ Dollars

_____
Practice check

Memo _____

⑆121000019⑆01083

No. _____ $ _____
Date _____ 19____
To _____
For _____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No. _____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $ _____

_____ Dollars

_____
Practice check

Memo _____

⑆121000019⑆01083

No._____ $_____
Date_____ 19____
To_____
For_____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No._____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $_____

_____ Dollars

Practice check

Memo _____

⑆121000190⑆ 1083

No._____ $_____
Date_____ 19____
To_____
For_____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No._____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $_____

_____ Dollars

Practice check

Memo _____

⑆121000190⑆ 1083

No._____ $_____
Date_____ 19____
To_____
For_____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No._____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $_____

_____ Dollars

Practice check

Memo _____

⑆121000190⑆ 1083

No._____ $_____
Date_____ 19____
To_____
For_____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No._____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $_____

_____ Dollars

Practice check

Memo _____

⑆121000019⑆0108 3

No._____ $_____
Date_____ 19____
To_____
For_____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No._____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $_____

_____ Dollars

Practice check

Memo _____

⑆121000019⑆0108 3

No._____ $_____
Date_____ 19____
To_____
For_____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No._____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $_____

_____ Dollars

Practice check

Memo _____

⑆121000019⑆0108 3

Job Assignment 8:

Complete the checks and stubs for the following, keeping a running balance as you go.

Check balance,		March 20, 19__	$167.65
Check No.	**Date**		
109	3/20	City Water Co.	$ 28.21
110	3/21	Daily Home News	$ 6.54
	3/22	Deposit – paycheck, less cash	$138.04
111	3/22	Red Cross (tornado relief)	15.00
112	3/25	Stirling hardware (gutters for porch)	$ 39.31
	3/27	Deposit – paycheck	$188.04
113	3/30	Cash	$ 40.00
114	3/30	New Jersey Bell (telephone)	$ 16.88
115	4/1	Lou Grabber (rent)	$185.00
116	4/1	Shop Rite	$ 60.00
	4/3	Deposit – paycheck	$188.04
117	4/5	Chrysler Corp.	$ 86.47

No. _____ $ _____
Date _____ 19____
To _____
For _____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No. _____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $ _____

_____ Dollars

_____
Practice check

Memo _____

⑆1210⑆0019⑆01083

No. _____ $ _____
Date _____ 19____
To _____
For _____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No. _____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $ _____

_____ Dollars

_____
Practice check

Memo _____

⑆1210⑆0019⑆01083

No. _____ $ _____
Date _____ 19____
To _____
For _____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No. _____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $ _____

_____ Dollars

_____
Practice check

Memo _____

⑆1210⑆0019⑆01083

No. _____ $ _____
Date _____ 19____
To _____
For _____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No. _____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $ _____

_____ Dollars

_____
Practice check

Memo _____

⑆121000019⑆01083

No. _____ $ _____
Date _____ 19____
To _____
For _____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No. _____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $ _____

_____ Dollars

_____
Practice check

Memo _____

⑆121000019⑆01083

No. _____ $ _____
Date _____ 19____
To _____
For _____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No. _____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $ _____

_____ Dollars

_____
Practice check

Memo _____

⑆121000019⑆01083

No. _____ $ _____
Date _____ 19____
To _____
For _____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No. _____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $ _____

_____ Dollars

_____
Practice check

Memo _____

⑆121000019⑆0108 3

No. _____ $ _____
Date _____ 19____
To _____
For _____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No. _____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $ _____

_____ Dollars

_____
Practice check

Memo _____

⑆121000019⑆0108 3

No. _____ $ _____
Date _____ 19____
To _____
For _____

	DOLLARS	CENTS
Bal. Bro't For'd		
Amt. Deposited		
Amt. Deposited		
TOTAL		
Amt. this Check		
Bal. Car'd For'd		

Friendly Neighborhood Bank
Square Corners, N.J.

No. _____

_____ 19____ 11-19 / 1210

Pay to the order of _____ $ _____

_____ Dollars

_____
Practice check

Memo _____

⑆121000019⑆0108 3

Reconciling Your Account With the Bank Statement

Every month or two your bank will return your *canceled* (paid out) checks, and with them will include a *bank statement*. This gives a "picture" of your account during the past month (or two) from the bank's own records.

SECURITY NATIONAL BANK
Padlock, N.J.

Sarah Depositor
121 Easy Street
Keyhold, N.J.

ACCOUNT NUMBER
059-7729
STATEMENT DATE
May 31, 19___

CHECKS	CHECKS	DEPOSITS	NO. OF CHECKS	DATE	BALANCE
		BALANCE FORWARD		May 2	$149.75
		168.23		May 5	317.98
25.00			1	May 7	292.98
14.72	120.00		2	May 9	158.26
25.68			1	May 12	132.58
44.85	10.50		2	May 15	77.23
		265.02		May 19	342.25
69.23			1	May 24	273.02
15.00			1	May 27	258.02
1.70 SC				May 31	256.32

PLEASE EXAMINE YOUR STATEMENT AT ONCE. IF NO ERRORS ARE REPORTED IN TEN DAYS THE ACCOUNT WILL BE CONSIDERED CORRECT. KINDLY NOTIFY THIS BANK IMMEDIATELY OF CHANGE OF ADDRESS.

THE LAST AMOUNT IN THIS COLUMN IS YOUR BALANCE

8 CANCELLED CHECKS RETURNED

CODES

DM—DEBIT MEMO
CM—CREDIT MEMO
OD—OVERDRAFT
LS—TOTAL OF SEVERAL CHECKS
EC—ERROR CORRECTED
RT—RETURNED ITEM
SC—SERVICE CHARGE
CC—CERTIFIED CHECK

Bank statements vary greatly in appearance and in the amount of summarizing information they give. But they all include the following, at least. (As you go through this list, find the items referred to on the above bank statement.)

1. Your name, account number, and the date of the statement.
2. Your bank balance as of that date.
3. The dates and amounts of all deposits received by the bank since your previous statement.
4. The dates and amounts of all your checks that have "cleared" through the bank – that is, been paid by the bank out of your account – since the previous statement.

5. All charges against your account during the period.

6. The final figure in the Balance column is your new bank balance as of the date of the statement.

Now no matter how accurately you have kept your checkbook stubs or register, your balance (as of the date of the statement) will almost never agree with the bank's balance. Why is that?

1. Often you do not know what the bank charges will be. They will have to be subtracted from your checkbook balance.

2. More importantly, a number of checks which you have issued, and perhaps a deposit or two, will not have cleared through the bank's bookkeeping department. Your records will have to be adjusted for these in order to "prove" your account.

Most bank statements have a form printed on their reverse side to help you prove your account. This is called a *reconciliation* form. You must *reconcile* the two accounts – that is, make them agree.

Some terms that you will need to know when reconciling the account:

Checks outstanding. – Checks that you have paid out but that have not been received by the bank and *debited* (subtracted) against your account. All the checks that have been debited against your account appear on the front of the bank statement.

Deposits not credited. – Money that you have deposited but the bank had not yet added to your account as of the day of the statement.

A reconciliation form is shown on page 41. This is how you would proceed to reconcile your own account with the bank statement.

Step 1. Write the period covered by the bank statement in the place labeled "month".

Step 2. Arrange all your canceled checks in numerical order.

Step 3. Check off each check on the proper stub.

Step 4. List all checks outstanding (by check number and amount) in the column marked "Checks Outstanding." Total this column.

Step 5. In your checkbook (as of the statement date) subtract any service charges you have not already allowed for.

Step 6. Do the same on the reconciliation form.

Step 7. Write the last balance as shown on the face of the statement where the form indicates it should go.

Step 8. Compare the deposits credited to your account on the face of the statement with the deposits recorded on your stubs.

Step 9. Add any not-credited deposits to the balance from the bank statement.

Step 10. Subtract the total amount of the outstanding checks from the subtotal. This is your true balance. It should agree exactly with your checkbook balance as of the statement date.

If your figures differ, you must go back and find your error. Did you make a mistake in addition or subtraction? Did you put an incorrect amount on the stub for a check or a deposit? If you find that your records are 100% correct, but you still cannot reconcile the two accounts, it is possible that the bank made an error. Speak to someone at the bank who will check this for you.

Note: Once you have recorded and subtracted the proper amount of bank charges *as of the date of the bank statement,* you must be sure to adjust your *last* balance as well; otherwise you will not be able to reconcile your *next* statement.

The Simon Saver Bank of New Jersey
Scrubby Fields, New Jersey 08000

Month January 19 ____

This form is provided to help you balance your bank statement

Checks Outstanding
Not Charged To Account

Check Number	Amount	
131	3	25
141	122	00
146	6	25
148	20	00
149	25	00
150	49	25
TOTAL	225	75

Bank Balance Shown on Statement $406.84

Add (+)

Deposits Not Credited in This Statement (if any) 300.00

Sub-Total 706.84

Subtract (-)

Checks Outstanding 225.75

Checkbook Balance 483.24

Subtract (-)

Service Charge 2.15

Present Checkbook Balance 481.09

Balance $481.09

These Amounts Should Agree

Job Assignment 9:

Using the information given below, complete seven bank reconciliation statements. The forms will be found beginning on page 44.

1. January, 19____

Statement balance	$1559.38
Deposits not credited	$ 100.00
Present checkbook bal.	$ 15.43
Service charge	$ 1.90

Outstanding checks

Check number	Amount
340	$ 109.00
349	$ 21.65
351	$ 260.20
357	$1000.00
358	$ 10.00
359	$ 225.00
Insurance	
Chec-o-matic	$ 20.00

2. February, 19____

Statement balance	$ 25.58
Deposits not credited	335.82
Present checkbook bal.	$340.54
Service charge	$ 1.45

Outstanding checks

Check number	Amount
363	$ 1.31
371	$ 3.00
372	$ 8.00
373	$10.00

3. March, 19____

Statement balance	$ 60.52
Deposits not credited	$3345.00
Present checkbook bal.	$ 58.86
Service charge	$ 1.40

Outstanding checks

Check number	Amount
373	$ 10.00
382	$ 12.75
385	$ 5.59
386	$ 1.31
387	$ 3.41
391	$ 20.00
392	$3000.00
393	$ 50.00
394	$ 225.00
Insurance	
Chec-o-matic	$ 20.00

4. April, 19____

Statement balance	$346.05
Deposits not credited	–
Present checkbook bal.	$ 43.29
Service charge	$ 1.35

Outstanding checks

Check number	Amount
429	$ 3.41
430	$ 9.35
436	$ 20.00
437	$ 6.00
438	$ 6.35
439	$ 34.00
440	$225.00

5. May, 19____

Statement balance	$ 93.54
Deposits not credited	$335.82
Present checkbook bal.	$305.56
Service charge	$ 1.40

Outstanding checks

Check number	Amount
429	$ 3.41
447	$ 46.74
452	$ 29.05
454	$ 16.00
Chec-o-matic	$ 20.00
456	$ 10.00

6. June, 19____

Statement balance	$454.04
Deposits not credited	–
Present checkbook balance	$ 17.99
Service charge	$ 1.80

Outstanding checks

Check number	Amount
464	$ 5.00
468	$ 65.73
472	$ 23.00
473	$ 40.00
474	$ 15.00
475	$ 17.73
476	$175.00
477	$ 90.44
478	$ 5.95

7. July, 19____

Statement balance	$331.41
Deposits not credited	$300.00
Present checkbook bal.	$462.53
Service charge	$ 1.40

Outstanding checks

Check number	Amount
474	$ 15.00
479	$ 65.73
482	$ 18.50
485	$ 3.25
488	$ 2.00
489	$ 12.55
Chec-o-matic	$ 20.00
490	$ 33.25

The Simon Saver Bank of New Jersey
Scrubby Fields, New Jersey 08000

Month _____ 19 _____

This form is provided to help you balance your bank statement

Checks Outstanding
Not Charged To Account

Check Number	Amount	
TOTAL		

Bank Balance
Shown on Statement _____

Add (+)

Deposits Not Credited
in This Statement
(if any) _____

Sub-Total _____

Subtract (−)

Checkbook
Balance _____

Subtract (−)

Service Charge _____

Present
Checkbook
Balance _____

Checks Outstanding _____

Balance _____

These Amounts Should Agree

The Simon Saver Bank of New Jersey
Scrubby Fields, New Jersey 08000

Month _____ 19 _____

This form is provided to help you balance your bank statement

Checks Outstanding
Not Charged To Account

Check Number	Amount	
TOTAL		

Bank Balance
Shown on Statement _____

Add (+)

Deposits Not Credited
in This Statement
(if any) _____

Sub-Total _____

Subtract (-)

Checks Outstanding _____

Checkbook
Balance _____

Subtract (-)

Service Charge _____

Present
Checkbook
Balance _____

Balance _____

These Amounts Should Agree

The Simon Saver Bank of New Jersey

Scrubby Fields, New Jersey 08000

Month _____ 19 _____

This form is provided to help you balance your bank statement

Checks Outstanding

Not Charged To Account

Check Number	Amount	
TOTAL		

Bank Balance
Shown on Statement _____

Add (+)

Deposits Not Credited
in This Statement
(if any) _____

Sub-Total _____

Subtract (−)

Checkbook
Balance _____

Subtract (−)

Service Charge _____

Present
Checkbook
Balance _____

Checks Outstanding _____

Balance _____

These Amounts Should Agree

The Simon Saver Bank of New Jersey
Scrubby Fields, New Jersey 08000

Month _____ 19 _____

This form is provided to help you balance your bank statement

Checks Outstanding
Not Charged To Account

Check Number	Amount	
TOTAL		

Checkbook Balance _____

Subtract (–)

Service Charge _____

Present Checkbook Balance _____

Bank Balance Shown on Statement _____

Add (+)

Deposits Not Credited in This Statement (if any) _____

Sub-Total _____

Subtract (–)

Checks Outstanding _____

Balance _____

These Amounts Should Agree

The Simon Saver Bank of New Jersey
Scrubby Fields, New Jersey 08000

Month _____ 19 _____

This form is provided to help you balance your bank statement

Checks Outstanding
Not Charged To Account

Check Number	Amount	
TOTAL		

Bank Balance
Shown on Statement _____

Add (+)

Deposits Not Credited in This Statement (if any) _____

Sub-Total _____

Subtract (−)

Checks Outstanding _____

Checkbook Balance _____

Subtract (−)

Service Charge _____

Present Checkbook Balance _____

Balance _____

These Amounts Should Agree

The Simon Saver Bank of New Jersey

Scrubby Fields, New Jersey 08000

Month _____ 19 _____

This form is provided to help you balance your bank statement

Checks Outstanding

Not Charged To Account

Check Number	Amount	
TOTAL		

Bank Balance
Shown on Statement _____

Add (+)

Deposits Not Credited
in This Statement
(if any) _____

Sub-Total _____

Subtract (−)

Checks Outstanding _____

Checkbook
Balance _____

Subtract (−)

Service Charge _____

Present
Checkbook
Balance _____

Balance _____

These Amounts Should Agree

The Simon Saver Bank of New Jersey
Scrubby Fields, New Jersey 08000

Month _____ 19 _____

This form is provided to help you balance your bank statement

Checks Outstanding
Not Charged To Account

Check Number	Amount	
TOTAL		

Checkbook Balance _____

Subtract (-)

Service Charge _____

Present Checkbook Balance _____

Bank Balance Shown on Statement _____

Add (+)

Deposits Not Credited in This Statement (if any) _____

Sub-Total _____

Subtract (-)

Checks Outstanding _____

Balance _____

These Amounts Should Agree

Job Assignment 10:

This assignment refers to your account at the Simon Saver Bank.

You have received the bank statement covering your banking activities through April 5. The statement includes this information:

Balance As Of February 28 – $351.66

	Checks paid out		Deposits	Balance
2/28				351.66
3/1	17.04*	30.45*		304.17
3/3	25.00*			279.17
3/4	185.00	22.01		72.16
3/7	60.00		188.04	200.20
3/11	40.00	15.49		144.71
3/11	63.37			81.34
3/14			188.04	269.38
3/18	40.34	55.39		173.65
3/23	6.54	28.21	138.04	276.94
3/31	40.00		188.04	424.98
4/3	16.88	185.00		223.10
4/3	60.00	2.20 SC		160.90

* These three checks had been outstanding at the time of the *previous* bank statement. You had reconciled the previous statement with your checkbook.

You are to reconcile this statement with your checkbook. Use the form on the next page, and follow the instructions on page 39. You will have to pretend that you have the canceled checks in hand – use the check figures from the bank statement instead.

The Simon Saver Bank of New Jersey
Scrubby Fields, New Jersey 08000

Month _____ 19 _____

This form is provided to help you balance your bank statement

Checks Outstanding
Not Charged To Account

Check Number	Amount	
TOTAL		

Bank Balance
Shown on Statement _____

Add (+)

Deposits Not Credited
in This Statement
(if any) _____

Sub-Total _____

Subtract (–)

Checks Outstanding _____

Checkbook
Balance _____

Subtract (–)

Service Charge _____

Present
Checkbook
Balance _____

Balance _____

These Amounts Should Agree